

Transportation Department Assistant

Posting Date: 1/23/2025

Classification: Work-study

Description: Work responsibilities will include but is not limited to:

Responsibilities

- Filing and updating documents and records
- Registering students for upcoming classes
- Perform other duties as assigned

Qualifications

- Ability to multitask and prioritize objectives to meet deadlines
- Experience working with and organizing personal and sensitive information
- Intermediate or advanced proficiency with Microsoft Office Suite
- Work experience using database and data entry software

Qualifications: Student must have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills and the ability to maintain a friendly attitude and work effectively with students, staff and faculty.

Pay Rate: \$12.00 per hour and up to 20 hours per week, as is approved through financial aid.

To Apply: To schedule an interview, please contact Jamie Patterson 575-492-2651 or Sylvia Alves 575-392-5544

Application Deadline: Open until filled